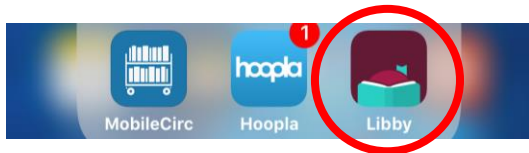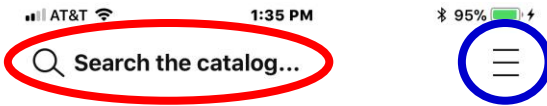# LIBBY APP GUIDE FOR SMARTPHONES & TABLETS

Access your App Store and download **LIBBY, BY OVERDRIVE.** Next, open the app and register your account. This will include searching for the Abilene Public Library and entering your 13-digit library card number if this is your first time.

DISCOVER THE FEATURES OF LIBBY LIBRARY SCREEN

Search the Catalog: Perform a search by entering the title, author, or keywords. Select the "More" option to access advanced search features.

Menu Options: Access options for managing your account as needed including:
- **Switch Library:** If you have library cards from other participating library systems, you may switch between their collections here.
- **Library Cards:** Add additional library cards for other participating libraries you are a member of outside of the Abilene Public Library.
- **Hold Notifications:** Choose to have holds checkout automatically and suspend holds if you will be away and do not want to lose your spot in the queue.
- **Download Settings:** Choose how you wish your items to download.
- **Device Preferences:** Either read your materials through Libby, or configure for use on a different app/device.
- **Tips & Secrets:** Get help from Libby on using the service.
- **Feedback:** If you have a question, use Libby's Help features or submit a question to Libby's Customer Support Team.

Filter Preferences: Select the types of items you want to view from searches and save as preferences.

Library Screen Display: Loads the digital catalog of materials for you to search through to locate materials to checkout.

Shelf Screen Display: Access your account including your loans page of materials you've checked out and downloaded, outstanding holds, history of materials checked out, etc.
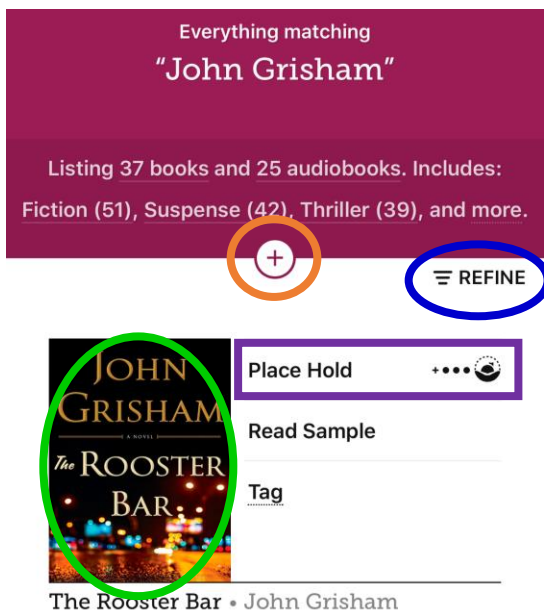
NOW SEARCH FOR AN ITEM

Once you have performed a search, your results will generate on a new screen. There's a number of things you can do including:

Filter Preferences: Limit your search results further.

Refine Options: Fine tune your results, even more, within a search.

Item Cover Details: Click on the cover to access the full details of the item including a description, sample passages (when available), ratings, genres, etc.

Action Link: Select **BORROW** to checkout the title if currently available. If not available, select **PLACE HOLD**. If there is a waitlist, to the right of the "Place Hold" option you will see the Libby icon with black dots to the left. The dots indicate the number of people on the wait list. Tap the icon to see more information. Once an option is selected, follow the prompts provided to complete the action.
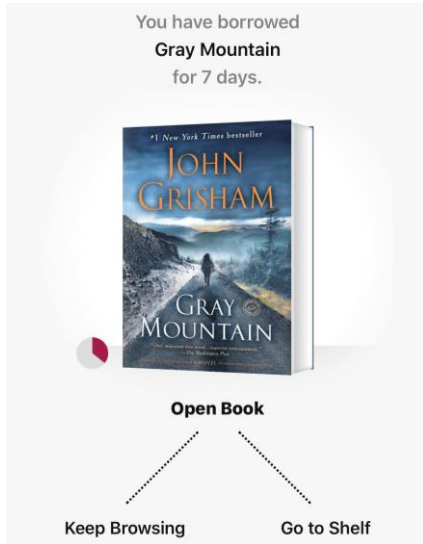
LIBBY APP GUIDE FOR SMARTPHONES & TABLETS

BORROW AN ITEM & DOWNLOAD

When you're ready to borrow an item, do the following:

1. Click the **BORROW** text link to the right of the cover.
2. Sign In (if you have not already done so), you, then you will see your linked library card display, with a second "Borrow!" link to confirm the transaction.
   a. **Please Note:** You will see the lending period underneath the title. You can change the lending period by tapping on the days to see available options.
3. Your item will begin to process and you'll see the image to your left on this page. You'll see the progress of your titles downloading to the right of the cover. Once complete you may select the option to "Open" the title, "Keep Browsing" for more items, or "Go to Shelf" to see a list of all the items you've checked out.

You may always return to your shelf by toggling back and forth between the "Library" and "Shelf" options on the bottom of the primary pages.

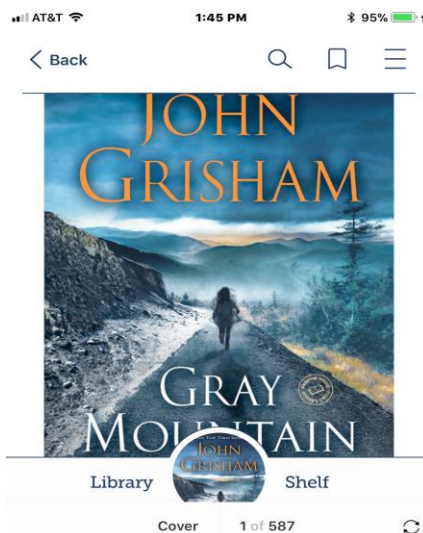*See the "Discover the Features of Libby Library Screen" on the font side.*

OPEN YOUR ITEM TO READ/LISTEN

Remember: You can access it directly by opening the title when first borrowed, or choose the "Shelf" display option to look at all your loans.

eBooks: When you open the title, tap the right-side of the screen (or swipe right to left) to advance forward, and the opposite to go backward. You will also be given additional tools at the top to bookmark pages, adjust the brightness, font, colors, etc. If your menu options disappear, tap in the center of the screen and they will reappear.

Audiobooks: When you open an audiobook, it will guide you with how to use the controls. You will be able to fast forward, rewind, pause, play, jump to chapters, increase the speed of the narration, and set a sleep timer.
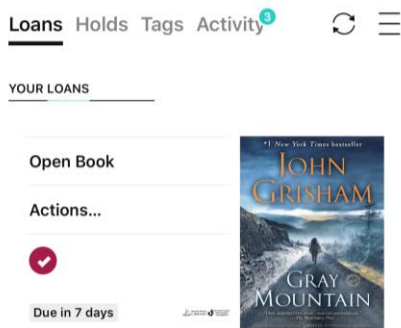
When you exit out of any title, your book/audiobook will resume where it left off.

RETURNING ITEMS EARLY & RENEWING ITEMS

Returning Early: You may return item/s early, but they will return themselves when they're due. To do so, tap on the option for "Actions", or the "Due in X Days" option, and you will be provided with choices you may perform, including returning the item early.

Renewing Items: You may only renew items if they do not have outstanding holds. To check if your item is available for renewal, follow the same steps above, but choose the final option to "Renew Loan." You will then be able to follow the prompts to see if your item is eligible.

If you have any questions, contact any branch location. You may also use the "Tips & Secrets" selection to access great help tutorials on Libby, as well as provide Feedback to the company for specific questions.

Main Library: 325-676-6025 | South Branch: 325-698-7565 | Mockingbird Branch: 325-437-7323

WWW.ABILENETX.GOV/APL